

Orleans Parish Juvenile Court

Accountant

JOB DESCRIPTION:

The Accountant will contribute to the efficient and effective workings of the finance department by executing daily tasks with a strong attention to detail. This role will utilize strong accounting knowledge, time management skills and effective problem solving to ensure success.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Accounts Payable, includes processing invoices, following up with vendors and resolving discrepancies in a timely manner.
- Vendor maintenance in SAP (Solomon Accounts Payable).
- Accounts Receivable, including processing payments, producing statement of accounts, collections on overdue accounts and account reconciliation when required. Customer maintenance in SAP.
- Banking, processing bank deposits, including trips to the bank. All associated finance entries.
- Processing Employee expense reports, verifying expenses are within the company guidelines, correcting errors, questioning abnormal expenses and entering into the finance system.
- Filing and records retention.
- Assisting with Monthly and Year End tasks.
- Reception and Administrative support.
- Assist with Special projects as required.

QUALIFICATIONS

- Accounting Degree.
- 3-5 years accounting experience.
- Microsoft Solomon experience is a definite asset.
- Detail-oriented, ability to show initiative and take responsibility.

- Strong MS Office skills.
- Effective time management skills.
- Enhanced verbal and interpersonal communications skills.
- Effective problem solving skills.
- Ability to work in a team oriented environment.
- Ability to favorably represent the Court image to clients.

PERSONABLE ATTRIBUTES

- Must be honest and trustworthy.
- Be respectful.
- Possess cultural awareness and sensitivity.
- Be flexible.
- Outgoing, personable, responsible, self-motivated and confident.

JOB DUTIES:

- Maintains financial records for subsidiary companies by analyzing balance sheets and general ledger accounts.
- Reconciles general and subsidiary bank accounts by gathering and balancing information.
- Provides financial status information by preparing special reports; completing special projects.
- Corrects errors by posting adjusting journal entries.
- Analyzing and reconciling accounts payable ledgers; depreciation and accruals.
- Secures financial information by completing database backups; keeping information confidential.
- Maintains accounting controls by following policies and procedures; complying with federal, state, and local financial legal requirements.
- Review all invoices for appropriate documentation and approval prior to payment.
- Process purchase orders matching invoices.
- Process check requests.
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly.
- Process Accounts Payable paperwork at completion of the check run.

- Respond to all vendor inquiries.
- Prepare and analyze account reconciliations.
- Prepare daily bank deposits.
- Post Journal Entries for month-end Accounts Payables and Account Receivables areas.
- Prepare labels and maintain files as needed within the department.
- Provide monthly details to the Senior Accountant for General Ledger Journal Entries.
- Prepare mailings and priority shipments for the Finance/Accounting Department.
- Prepare correspondence as needed within the department.
- Prepare reports detailing monthly expenses by cost center.
- Analyze total Court expenses, including comparisons to forecasted results and trended results.
- Assist OPJC Accounting Supervisor in preparing OPJC forecast by cost center.
- Correspondence with other OPJC departments to ensure proper accounting for purchases and expenses.
- Comply with and follow all procedures within the company security policy.
- Prioritize invoices according to cash discount potential and payment terms.
- 1099 maintenance and annual processing.
- Assist in month end closing.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Utilize computerized accounting software programs (CMS, Excel, Word, and Solomon) to perform duties and responsibilities.
- Generate accounting statements and reports.
- Research cash receipts, coding and posting of receipts.
- Develop automated spreadsheets.
- Operate office equipment including personal computer, copier, fax machines and 10-key calculator.
- Organize and maintains up to date financial records.
- Maintain telephone and personal contact with attorneys, staff and vendors on receivable matters as directed by the Fiscal Administrator.
- Organize and maintain and retain retention files for required period of time.
- Assist with other projects as needed.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- Must have a Bachelor's degree in accounting or a Bachelor's degree in business with emphasis in accounting, required from an accredited college or university.
- Perform other accounting, financial or administrative tasks, required from time to time - quite often on short notice - by the Fiscal Manager.
- A minimum of 3-5 years experience in accounting is required.
- Must be highly skilled in dealing with financial and numeric data.
- Must be highly skilled in use of Microsoft Office with a high level of knowledge of Excel.
- Ability to type 55-60 wpm.
- Possess strong organizational and time management skills.
- Ability to communicate effectively, verbally and in writing.
- Must have excellent work habits, including a willingness to work the hours necessary to complete the job, especially when important deadlines cause greater than normal departmental pressures.
- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills and multi-tasking skills.
- Thorough knowledge of applicable accounts payable and receivables/general ledger systems and procedures.
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness.
- Ability to work independently, self-starter, energetic.
- Ability to demonstrate good common sense and sound judgment.
- Flexibility to adapt to all situations and work varied hours; possibly work weekends or evenings.
- Ability to perform at high levels in a fast paced ever-changing work environment.
- Ability to anticipate work needs and follow through with minimum direction.

RESPONSIBILITY:

- Incumbent performs duties according to a flexible, customary routine, with priorities determined by the Judges, Fiscal Administrator and/or Judicial Administrator and service needs of the Court and the public.

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Medical Benefits:

United Healthcare Choice Plus for a monthly fee.

Dependents may be added for an additional fee.

Dental:

Basic plan provided through Reliance for the employees.

Dependents may be added for an additional fee.

Life Insurance:

Provided through Colonial for employees for \$20,000, and the City provides a policy for \$15,000.

Vision:

Vision Service Plan (United Healthcare) provided under medical plan

Leave:

½ day of annual and ½ day of sick leave accumulated for each of the 26 pay periods that equal 12 days per year of annual and sick leave.

Holidays:

14 paid holidays subject to change upon Judges discretion.

Retirement plan, mandatory enrollment, 50% of gross.

Tuition assistance at Tulane University through the City of New Orleans.

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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Accountant for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

If yes, please explain: _____

Applicant/Employee signature

Date

Print or Type Name